USER MANUAL
XEDIO CUTTER

Version 4.2 - June 2012

Xedio.

COPYRIGHT

DISCLAIMER

The information in this manual is furnished for informational use only and subject to change without notice. While every effort has been made to ensure that the information contained in this user manual is accurate, up-to-date and reliable, EVS Broadcast Equipment cannot be held responsible for inaccuracies or errors that may appear in this publication.

IMPROVEMENT REQUESTS

Your comments will help us improve the quality of the user documentation. Do not hesitate to send improvement requests, or report any error or inaccuracy on this user manual by e-mail to doc@evs.tv.

REGIONAL CONTACTS

You will find the full list of addresses and phone numbers of the EVS headquarters and local offices either at the end of this user manual or on the EVS website on the following page: http://www.evs.tv/contacts.

USER MANUALS ON EVS WEBSITE

The latest version of the user manual, if any, and other user manuals on EVS products can be found on the EVS download center, on the following webpage: http://www.evs.tv/downloadcenter.

Table of Contents

What's New?

The following table describes the sections updated to reflect the new and modified features on Xedio Cutter from Xedio Suite 4.02 (compared to Xedio Suite 4.01).

In the user manual, the icon [New!] has been added on left margin to highlight information on new and updated features.

Click the section number (or the description) in the table to jump directly to the corresponding section.

Section	Description
3.2	Everything that is outside the video content has the skin color. Video such as letterboxed or pillarboxed video will show black bars as these mattes are part of the video signal.
3.3	New options are available from the Video Display contextual menu.

1. Introduction

1.1   PURPOSE

The Xedio Cutter is a module of the Xedio Suite of applications. It allows the selection of portions of media to be placed into a list to export (the storyboard) as a "rough cut edit". This can then be refined and produced as a final edit using the more sophisticated tools available in the full non-linear timeline editing environment it provides.

1.2   USER INTERFACE

1.2.1   OPENING XEDIO CUTTER

To start the Xedio Cutter application, click on the **Xedio Cutter** icon on the desktop.

This will display a login screen where you need to enter your username and password.
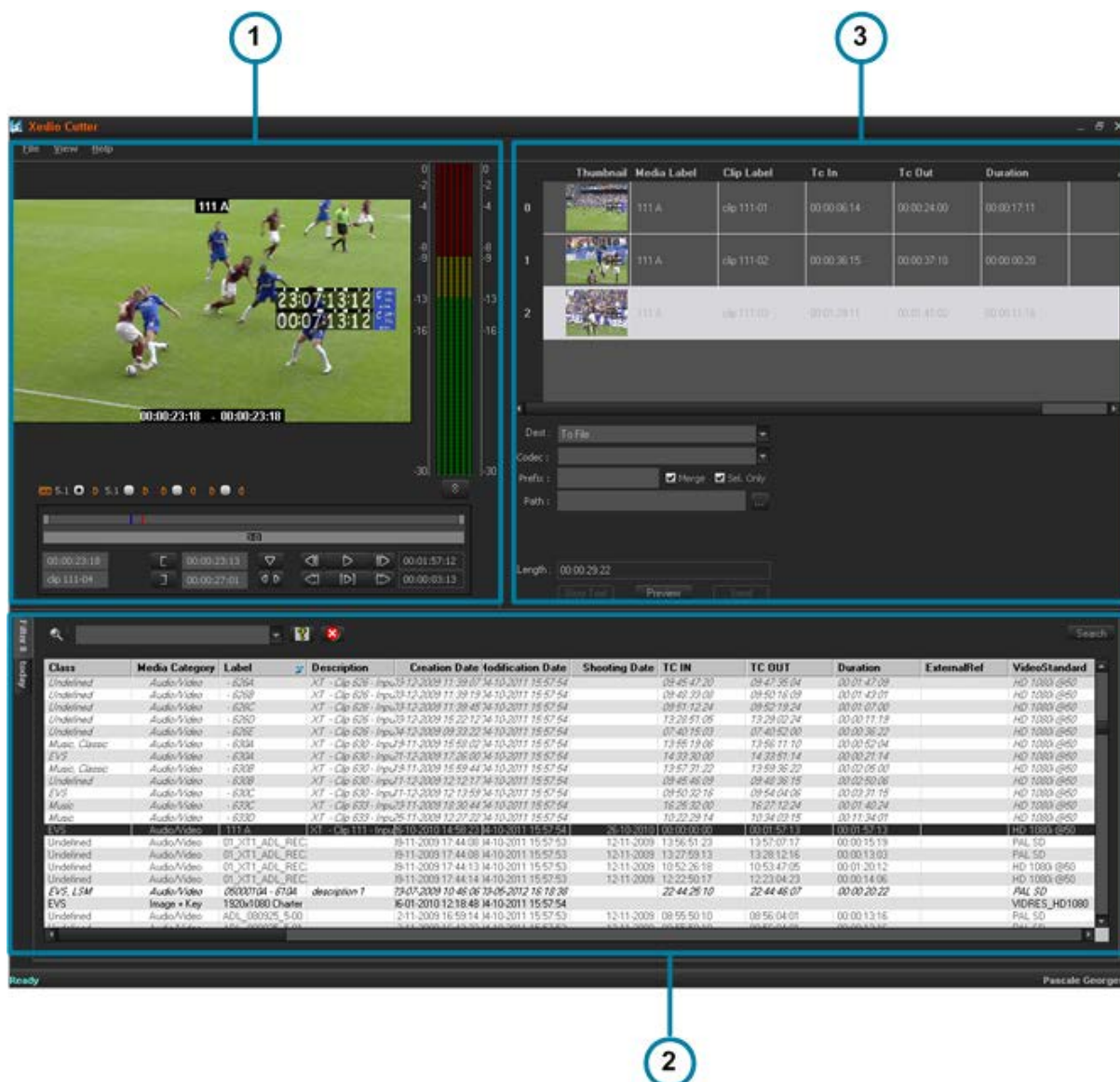
1.2.2 OVERVIEW OF THE XEDIO CUTTER WINDOW

The Xedio Cutter graphical interface consists of three main areas, besides the Menu bar. They are highlighted on the following screenshot and shortly described in the table below.

> **Note**
>
> The color of some user interface elements may vary with the Xedio skin installed.

Area		Description
1.	Player Pane	This is used to load and play media, to make clips and create the elements to place into the storyboard area. All types of media and clips can be played back but clips can only be made from video assets.
		Everything that is outside the video content has the skin color. Video such as letterboxed or pillarboxed video will

Area		Description
		show black bars as these mattes are part of the video signal
		When the **Preview** button is clicked, the Player window is replaced by the Storyboard Preview window.
2.	Media Manager	This is used to select the media to view in the Player window. It has the same powerful filtering and search attributes as other parts of the Xedio Suite of applications: this makes finding the required material an easy process.
3.	Storyboard	When clips are ready to export, they are added to the Storyboard area using the drag-and-drop technique. The order in which the clips appear in the list will be the order they are placed when exported.

1.3 PROCESS OVERVIEW

The use of Xedio Cutter can be summarized as follows:

Step		See ...
1.	Select a media from the Media Manager	Section 2 on page 4
2.	Load it on the Player Pane	Section 3.5 on page 25
3.	Make a new clip	Section 3.6 on page 26
4.	Send the clip to the Storyboard	Section 4.2.1 on page 27
5.	Preview the Storyboard in the Player Pane	Section 4.3 on page 29
6.	Export the Storyboard	Section 4.4 on page 30

2. Media Manager

2.1   PURPOSE

The Media Manager pane allows you to quickly find and browse the available A/V media present within the database.

2.2   OVERVIEW OF THE MEDIA MANAGER

The upper part of the pane gives access to the different filters which can be applied to the media list.

At least two tabs exist on the left of the Media Manager window.

- The Filter 0 tab: The element list displays the list of all media present in the database, or it returns the result of a search applied to the list.

- The Today tab: the element list shown the media with 'creation date = today'.

Additional tabs are displayed when the users have saved filters applied to the database. Refer to section 'Using Saved Filters' on page 13 for more details.

Media items are displayed in columns.

The element list displays the list of all media present in the database, or it returns the result of a search applied to the list.

2.3   MEDIA LIST

DISPLAYED COLUMNS

It is possible to re-arrange the columns order, and to add or remove some columns.

Right-clicking on any of the column headings displays a contextual menu. The **Choose Displayed Columns** option opens the Select Visible Columns window allowing you to choose the columns you want to be displayed in the element list.

The column width and order can be adjusted using drag and drop techniques.

MEDIA LIST CONTEXTUAL MENU

A contextual menu is available when you right-click on a media item in the list:

Menu Item	Description
Play	Loads the media on the Player window.
Render List	Opens the Render List window listing all types of rendering that have been done with the <u>media</u>.
Archive History	Opens the Archive History window listing the archive and restore processes that were achieved for the selected <u>media</u>.
View Properties	Opens the Media Properties window which shows the properties for the selected media. If a default metadata profile has been defined for the media, a metadata tab is displayed and allows to modify the media metadata values.

2.4 SEARCHING THE DATABASE

INTRODUCTION

When the database contains large amounts of data, it may become difficult to find a specific element. The Xedio Suite offers several ways to speed up your search:

- quick text search

- filters on parameters

By default, the columns that are taken into consideration for the Quick Text Search are the ones currently visible in the grid.

If you wish to search in other columns, and view the string you are searching for in the columns, you can:

- add other columns to the element list view

- use Filters, as explained in section 'Advanced Filters' on page 7

These search tools are explained in detail below.

Quick text search and filters on parameters, as well as several filters on parameters, can be combined and saved for later use. All the criteria must be met in the results list (an 'AND' operator is applied). These **Saved Filters** can then be applied in one click.

QUICK TEXT SEARCH

Introduction

The **Quick Text Search** field is always available on the top of the database content list:

It allows searching for a string in the displayed columns.

The Quick Text Search option obeys specific rules which can be accessed via the **Help** button next to the **Quick Text Search** field.

For more details on these rules, refer to the section 'Quick Text Search Rules', on page 7.

How to Perform a Quick Text Search

To perform a Quick Text search, proceed as follows:

1. Show the columns you wish to perform a quick search on.

2. Type a search string in the **Quick Text Search** field, based on Quick Text search rules available from the **Help** button and detailed in section 'Quick Text Search Rules' on page 7.

3. Depending on whether the AutoRefresh Filtering setting is selected or not, you may have to click the **Search** button to apply the Quick Text Search. Refer to the tab Software > Parameter Profiles > General > General.

    The Quick Text Search is applied and the search result is displayed in the grid.

4. To clear the applied Quick Text Search, click the button to the right of the search field or select **<empty>** from the **Quick Text Search** field.

5. The **Quick Text Search** field is a combo box that gives access to the last 10 previously searched strings.

    Select a filter from the list of the **Quick Text Search** field to apply a previous search.

Quick Text Search Rules

The string that you enter in the **Quick Text Search** field is analyzed according to the following set of rules, which can be accessed via the **Help** button ![help icon] next to the **Quick Text Search** field.

The free text search is not a case sensitive operation.

Search String	Search Result
Yellow card	Searches for the strings '*yellow*' **and** '*card*', even if in two different fields (columns), for example '*yellow*' in Name and '*card*' in Keywords. For example a clip named '*The Yellow Man*' with keywords '*Red Card*' will be found, since it has yellow and card in 2 different fields.
"Yellow card"	Searches for strings containing '*Yellow card*'.
Yellow | card	Searches for '*yellow*' **or** '*card*', even if in two different fields (columns), for example '*yellow*' in Name or '*card*' in Keywords. Spaces around the **|** sign are mandatory.
yell*	Searches for '*yell*' at the beginning of a string.
*low	Searches for '*low*' at the end of a string.
Ye*low	Searches for strings with '*ye*' at the beginning and '*low*' at the end.
Ye*low 123	Searches for strings with '*ye*' at the beginning and '*low*' at the end and which contains '*123*'.
=card	Searches for a string exactly equals to '*card*'. For example, if a field contains '*yellow card*', the =**card** condition will not return any result.
="yellow card"	Searches for a string exactly equals to '*yellow card*'. The use of quotes is required due to the space between '*yellow*' and '*card*'.

ADVANCED FILTERS

Filters are available for more detailed search operations from the Filter 0 tab. The parameters available for filtering operations are the column headings and any metadata associated by the user.

From the Today tab, the filter 'creation date = today' is automatically applied.

Filter Activation

Show/Hide Filter Button

To display, or hide, the Filter extended area, click the **Show/Hide Filter** button over the grid.

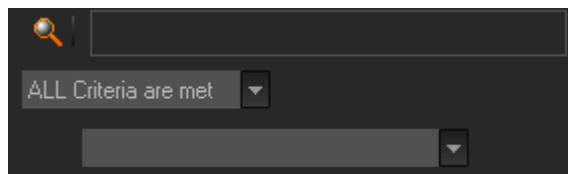| Filter Button Display	Meaning
(dimmed)	The **Show/Hide Filter** button is dimmed when all filter criteria are hidden. Consequently, the filters are inactive.
(colored)	The **Show/Hide Filter** button is colored when the filter extended area is visible, even if no filtering criterion is applied.

Filter Extended Area

The Filter extended area is as follows:

The first field under the **Show/Hide Filter** button lists three options for the combination of criteria to be taken into account during the filtering operation.
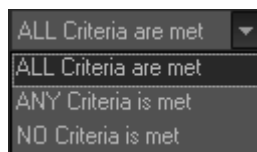
The second field is a filter field allowing the users to select a first filter parameter.

Criteria Combination

The available options are detailed in the table below:

Option	Meaning
ALL criteria are met	All the criteria selected in the **Filter** fields displayed under the **Criteria Combination** field must be met.
	The media displayed in the results list fulfill all the selected filter criteria.
ANY criteria is met	At least one of the criteria selected in the **Filter** fields must be met.
	The media displayed in the results list fulfill at least one of the selected filter criteria.
NO criteria is met	None of the criteria selected in the **Filter** fields displayed under the **Criteria Combination** field must be met.
	The media displayed in the results list fulfill none of the selected filter criteria.

Filter Fields

Under the **Criteria Combination** field, the users will be able to select as many filter parameters as they want and to choose specific value(s) for these filter parameters. The use of **Filter** fields is explained in the next section.

Filter Fields

The **Filter** field provides the list of all the parameters on which a search can be performed. The following screenshot is an example of such a list. The options may differ between the applications of the Xedio Suite. Most relevant parameters are listed at the top of the list, then, all the other fields are displayed in alphabetical order.


Once a parameter has been selected, an entire line is displayed.

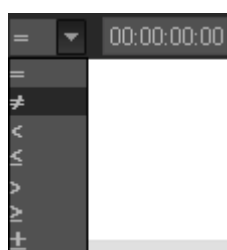| Interface Element	Description
1	Selected filter parameter.

Interface Element	Description
2	Various fields used to enter the filter criteria. Refer to section 'Search Fields Types' on page 10.
-	Used to remove the corresponding filter line.
+	Used to add a new filter line.

Search Fields Types

According to the selected filter parameter, different types of search fields will be displayed. They are detailed in the table below.
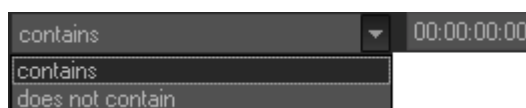
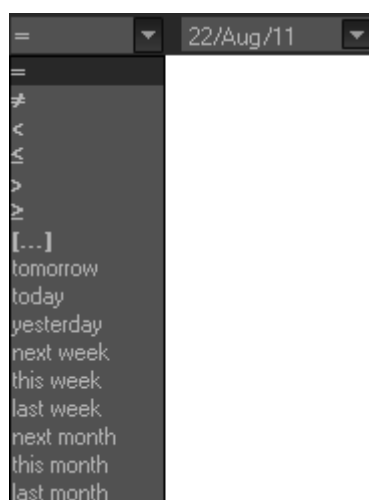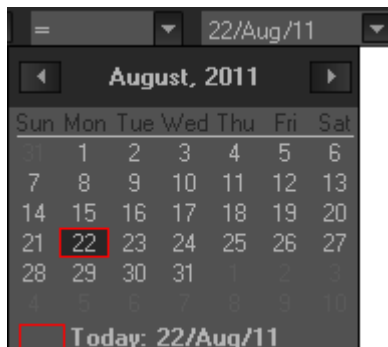| Filter Parameter Type	Displayed Criteria Fields
Timecode or Duration Parameter Such as TC IN, TC OUT, Duration...	 Select a logical operator in the first field and then enter a timecode or duration value in the second field.
Range Such as Timecode Range	 Select an option from the first field and then enter a timecode value. This will include, or exclude, media containing the specified timecode value.
Date Such as Creation Date	Several Date Search filters exist. They are described below. a. Select a condition or a logical operator in the first field

Filter Parameter Type	Displayed Criteria Fields
	b. This will condition the next step:
	• Search based on a specific date (e.g. with =...): a calendar will be displayed for the selection of a date.

• Search based on an interval (e.g. with **[...]** (between)...): two calendars are displayed for the selection of two dates.

• Search based on a specific date calculated from the current date (e.g. with **tomorrow**, **last month**,...): no other field appears.
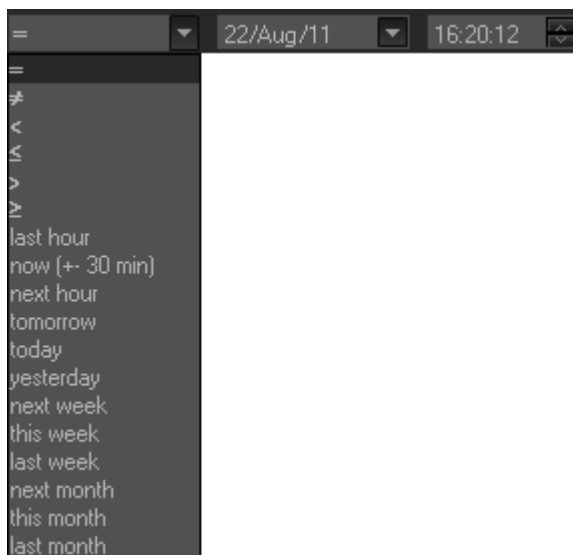

Time	Several Date Search filters exist. They are described below.
Such as Last Rendered Date Time	a. Select a condition or a logical operator in the first field

b. This will condition the next step:

• Search based on a specific date and time (e.g. with =...): two additional fields will be displayed, a calendar for the selection of a date and drop-down list for the selection of time.

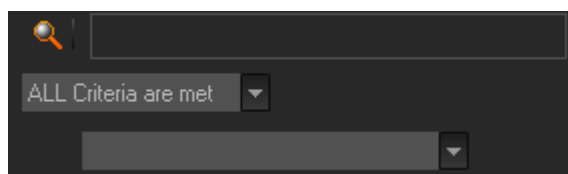| Filter Parameter Type	Displayed Criteria Fields
	• Search based on a specific date and time calculated from the current date and time (e.g. with **next hour**, **last month**,...): no other field appears. tomorrow ▼
Number Such as DB Id	= ▼ = ≠ < ≤ > ≥ Select a logical operator in the first field and then enter a number in the second field. **Note** <> means 'differs from'
Option List Such as Video Standard	Select a condition in the first field = ▼ ... = ≠ Click the ... button to display the list of options available for the selected filter parameter. Example for the Video Standard: VideoStandard ▼ = ▼ PAL SD / HD 1080i @50 / HD 720p @50 / HD 1080p @50 / NTSC drop SD / HD 1080i @59,94 / HD 720p @59,94 / HD 1080p @59,94 ... Select an option from the list.
Boolean Such as Published	Select Yes or No from the single criteria field yes ▼ yes no
Free Text Such as Label	contains ▼ contains does not contain = ≠ starts with ends with Select a condition in the first field and then enter text in the second field.

How to Perform a Search through Filter Fields

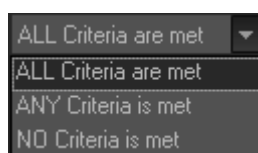To enter search values in the Filter fields, proceed as follows:

1. Choose the columns you wish to perform a search on.

2. Click the **Show/Hide Filter** button

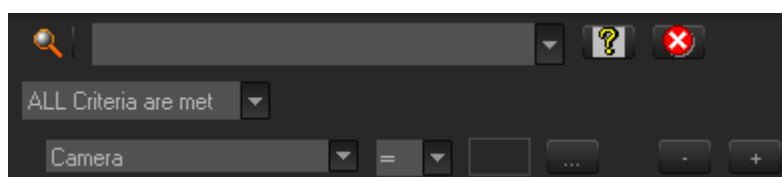   The following Filter area is displayed:

3. Select a criteria combination from the list:

4. Select a filter parameter from the filter parameter list.

    An entire line, corresponding to the selected filter parameter, is displayed:

5. Enter filter criteria as explained in section 'Search Fields Types' on page 10.

   For free text fields, press **ENTER** to apply the filter.

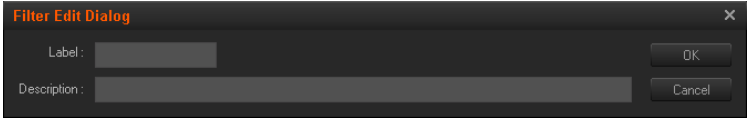   Otherwise, the results list is automatically restricted.

6. If required, click the [+] button to add a filter parameter.

USING SAVED FILTERS

Once you have defined a filter criterion, you may want to save it for later use. You will then be able to apply the same filter with a single click.

Right-clicking in the Filter 0 tab displays a contextual menu with the following options:
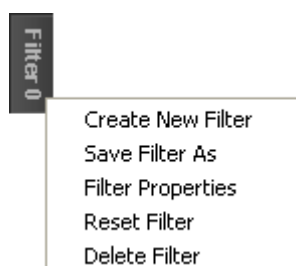
Menu Option	Description
Create New Filter	Allows to create a new filter tab.
Save Filter As	Allows to create a new filter tab in which the current search filter will be saved.
Filter Properties	Allows to change the name and/or description of the selected filter tab.
Reset Filter	Removes all search criteria on the selected filter tab.
Delete Filter	Removes the filter tab.

How to Save Filters

To save filters, proceed as follows:

1.   Define the filter or filters combination you wish to save, as explained above.

2.   Right-click the Filter 0 tab.

3.   Select **Save Filter As** from the contextual menu.
       The Filter Edit Dialog box opens.

4.   Enter a label for the tab you are going to create and, if required, enter a description.

5.   Click **OK** to confirm.
       The new filter tab is displayed on the left of the list.

How to Apply a Saved Filter

To apply a saved filter, simply click the corresponding tab.

3. Player

3.1 PURPOSE

The Player is used to load and play media from the Media Manager area, to make clips and create the elements to be placed in the Storyboard area.

3.2 OVERVIEW OF THE PLAYER PANE

The Player pane provides a video display, a media bar and a jog bar to navigate within the element, video and audio selection and monitoring buttons, transport buttons and timecode fields, audio vumeters.

The following table briefly describes the various zones on the Player area and refers to the section where the fields are detailed.

Area		Description
1.	Video Display	It displays the video material loaded on the Player. Everything that is outside the video content has the skin color. Letterboxed or pillarboxed video show black bars as these mattes are part of the video signal.
		Parameters related to the display are available via a contextual menu.
		See also the section 3.3 'Video Display of the Player' on page 17.
2.	Track Selection Buttons	They allow the user to select the tracks to be taken into account for the loaded material.
		See also the section 3.4.5 'Clip Video and Audio Selection Functions' on page 22.
3.	Jog and Media Bar	They allow the user to navigate in the loaded material, to place IN, OUT and nowline points, as well as to modify the playback speed of the material.
		See also the section 3.4.2 'Media Bar and Jog Bar' on page 20.
4.	Clip Creation Fields	They are used to create new clips, and get the exact timecode of the nowline, IN and OUT points.
		See also the section 3.4.3 'Clip Creation Functions' on page 21 and 3.4.4 'Timecode Information' on page 21.
5.	Cue Point Icons	The cue points make it possible to add reference points to easily identify positions of interest in the loaded media.
		See also the section 3.4.6 'Logs' on page 24.
6.	Transport Control Icons	They are used to play back the loaded media.
		See also the section 3.4.1 'Player Transport Controls' on page 18.
7.	Server Recorder Selection	The button acts as a toggle switch between the Track Selection buttons and the camera selection list Several cases can occur:

- If a record train of an EVS Video Server is loaded, this allows the user to load another record train on the given server.
- If a clip belonging to a group of linked clips is loaded (for example, clips created with ganged channels in IPDirector), the list displays the various camera angles and allows the user to select a clip linked to the one

Area	Description
	loaded.
	• If an individual clip is loaded, only its recorder channel is available.
	If a media ingested from an encoder is loaded, the ⇕ button is not available.
8. Audiometers	Refer to section 'Audiometers' on page 23.

3.3   VIDEO DISPLAY OF THE PLAYER

When you right-click on the Video Display area of the Player pane, a contextual menu appears. This gives display options for the video:

Option	Description
Show Timecode	This option offers four choices to display timecode on the Player window:
	none does not display timecode
	Intra TC shows the original timecode of the media
	Start TC shows a counter starting with 0 at the first frame of the media
	Both displays both the counter and the original timecode
Aspect Ratio	This option offers a choice of aspect ratios for the display: Auto, 4:3 or 16:9.
Show SafeAreas	Displays a safe area cage on the window to determine which areas of the picture will be seen and allow for checking the size of graphics within the media for safe display.
Grab Image	Grabs the current image, either in low resolution or in high resolution. The default folder (c:\) where the grab is stored is defined via the menu Parameters > Parameters Profiles: General, General tab: **GrabStillFrameFolder** parameter.
Show Label	Displays the loaded item name over the Video Display.

3.4   PLAYER FUNCTIONS

3.4.1   PLAYER TRANSPORT CONTROLS

Operation	User Interface Button	Description
Play and Stop	▷ ↔ ☐	Button used to start/stop the preview (video and/or audio) of the loaded media.
Play when recorded	CTRL + ▷	This starts the playout at the end of a media currently being recorded.
Play from IN to OUT	⟦⟧ ↔ ☐	Button used to play from the marked IN point to the OUT point.
Loop	CTRL + ⟦⟧	This loops the playout from IN to OUT.
Goto IN	CTRL + ⊏	This moves the current nowline position to the already existing IN point.
Goto OUT	CTRL + ⊐	This moves the current nowline position to the already existing OUT point.
Goto Previous Frame	◁⫿	Button used to move from the current position to the previous frame.
Go 10 frames backward	CTRL + ◁⫿	This is used together to move 10 frames backward.
Goto Next Frame	⫿▷	Button used to move from the current position to the following frame.
Go 10 frames forward	CTRL + ⫿▷	This is used together to move 10 frames forward.
Fast Rewind	◁◁ ↔ ☐	Button used to start moving backwards through the media at a preset fast speed. The speeds are set in the Database Manager application.
Increase Rewind Speed	CTRL + ◁◁	This increases the fast rewind speed.
Fast Forward	▷▷ ↔ ☐	Button used to start moving forwards through the media at a preset fast speed. The speeds are set in the Database Manager application.
Increase Forward Speed	CTRL + ▷▷	This increases the fast forward speed.

The ⌨J , ⌨K and ⌨L keyboard shortcuts are used to navigate (in a combination of shuttle and scrub at the same time) backwards and forwards in A/V content.

This table lists their different uses.

Keyboard Shortcut	Function Description
⌨J	Shuttles/scrubs backward at twice the real time speed. Pressing repeatedly the key will increase the shuttling/scrubbing speed in a loop: x2, x3, x5, x8 and then back to x2. **Note** If another key is pressed between the ⌨J repetitions, the shuttle/scrub speed is reset.
⌨K	Stops the preview of the A/V content.
⌨L	Shuttles/scrubs backward at twice the real time speed. Pressing repeatedly the key will increase the shuttling/scrubbing speed in a loop: x2, x3, x5, x8 and then back to x2. **Note** If another key is pressed between the ⌨L repetitions, the shuttle/scrub speed is reset.
Hold ⌨K + tap ⌨J	Steps backward 1 frame at a time.
Hold ⌨K + tap ⌨L	Steps forward 1 frame at a time.
Hold ⌨K + hold ⌨J	Plays backward at 33% of the real time speed.
Hold ⌨K + hold ⌨L	Plays forward at 33% of the real time speed.

Please refer to the Xedio Manager user manual for a comprehensive list of the shortcuts.

3.4.2 MEDIA BAR AND JOG BAR

JOG

The **lower area** is the jog bar.

Dragging the jog bar allows you to move within the media at a variable speed, shown on the icon, depending on:

- the position of the speed indicator

- the speed range covered by the jog area. The default range is set from -2 to +2 in Xedio Manager but can be modified.

Audio can be heard when using the jog.

MEDIA BAR

The **upper area** of the bar represents the whole original media of the element currently loaded in the Player window.


The **middle area**, represented by a dark grey zone, is a shuttle control. This zone shows the portion of the media out of the whole media included in the top area and the position in the whole media:

When a media has just been loaded, the top area represents the whole media: The dark grey area represents the whole media and covers the whole space in the middle area.

When Mark IN and Mark OUT points have been set within the loaded media, the top area represents the whole media. The dark grey area represents the whole media and covers the whole space in the middle area.
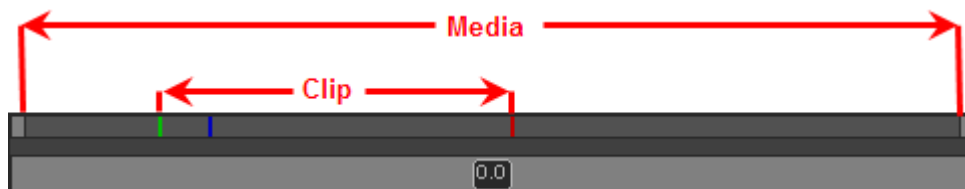

- A double-click on the dark grey area will toggle the portion covered by the upper area from the entire media length to clip length (between Mark IN and Mark OUT). The dark grey area is reduced to represent the clip length and position with regard to the whole media.

- If you click on the dark grey area and drag it, you shift the portion of media included in the top area. The dark grey area is enlarged or reduced

accordingly.
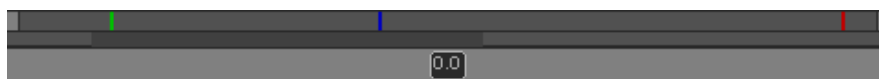
In this case, if the portion of the upper area covers only a part of the media, the nowline may disappear. Then, a red indicator, on the left side or on the right side of the media bar will be displayed.


A click on that indicator will focus on the nowline.

3.4.3 CLIP CREATION FUNCTIONS

| Operation	User Interface Button	Description
Mark IN	⊏	Sets an IN point at the current position. The timecode of the IN point is then displayed in the **IN** field.
Mark OUT	⊐	Sets an OUT point at the current position. The timecode of the OUT point is then displayed in the **OUT** field.

3.4.4 TIMECODE INFORMATION
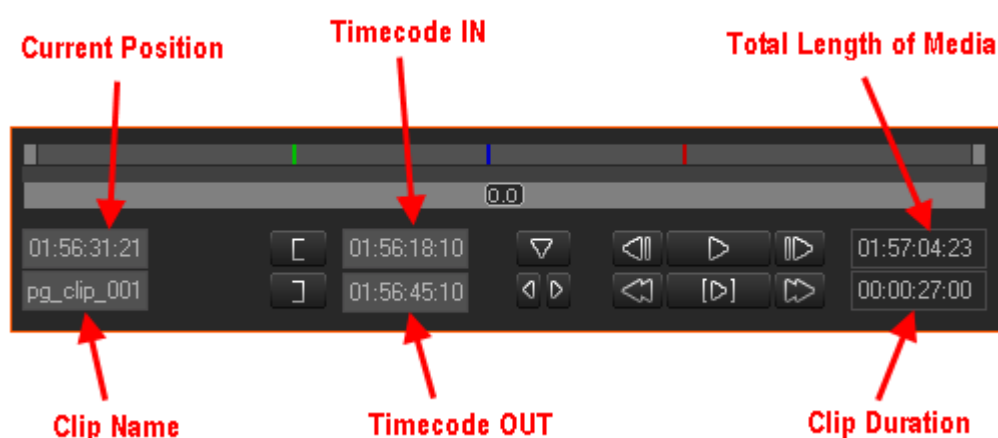
3.4.5   CLIP VIDEO AND AUDIO SELECTION FUNCTIONS

When making a clip, the video and audio required can be selected using the buttons underneath the Video Display.

OVERVIEW

All the available audio sources from a clip are displayed below the Player.

The video and audio track buttons are represented as follows:
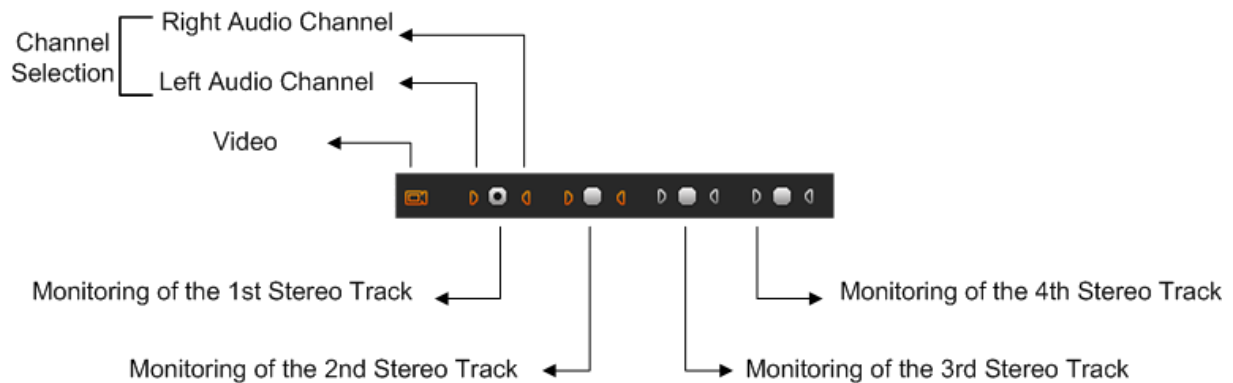
A stereo track is represented by .

A 5.1 track is represented by

In stereo mode, up to 8 tracks appear as follows:

(8 stereo)

 (4 stereo)

In 5.1 and stereo mode, up to 16 channels can be shown as follows:

(two 5.1 tracks and two stereo tracks)

 (one 5.1 track and six stereo tracks)

VIDEO AND AUDIO SELECTION

Clicking on the Video button will remove the video from the Player window. The displayed button will turn to white.

Clicking on the left or right triangle of an audio stereo track will disable respectively the left or right channel of the corresponding audio track. The displayed button will turn to white.

A 5.1 audio track is disabled by clicking the loudspeaker button on the right of the radio button

The table summarizes how the icons look like depending on the selection:

	Enabled	Disabled
Video		
Audio		

AUDIO MONITORING SELECTION

The radio buttons between each pair of stereo audio channel buttons or next to a 5.1 audio channel button allow the selection of one audio track for monitoring:

AUDIOMETERS

A set of audiometers are displayed on the right side of the Video Display. The number of audiometers differs according to the audio track selected: 6 for a 5.1 track, 2 for a stereo track.

3.4.6   LOGS

Logs are reference marks that can be placed wherever needed on the loaded media. Their purpose is to mark points of interest on the media and to facilitate rapid movement between them.
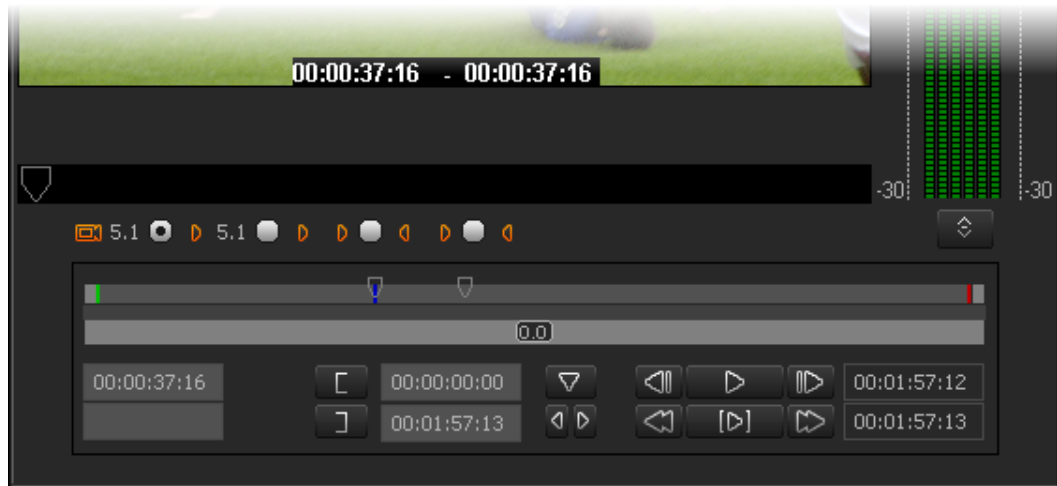
They are shown on the media bar as transparent triangles. There is always a black stripe below the video display when logs are present on the loaded media/clip. When the nowline is on a log timecode, a transparent triangle appears on the left of this black stripe.

-

    This button creates the mark on the media at the nowline position and is visible as a triangle on media bar at the corresponding video frame.

- CTRL +

    This removes a log when the nowline is placed on it.

-

    The **Goto Previous Mark** and **Goto Next Mark** buttons allow movement between the marked frames.

3.5 LOADING MEDIA ON THE PLAYER WINDOW

You can proceed in different ways to load media on the Player:

- Drag the media from the Media Manager window to the Player window:

- In the Media Manager, double-click the media to load

- In the Media Manager, right-click on an element from the list and select **Play** from the contextual menu:

The Player window will display the selected element.

3.6   MAKING A CLIP

When a media has been loaded on the Player Panel, a clip can be made from the media.

To do so, proceed as follows:

1.   Determine the IN point for the clip in one of the following ways:

   • use the transport functions, or

   • drag the nowline to the selected position, or

   • enter a value in the IN field

2.   Click the [ ] button to mark the IN point.

On the video display, a ' [' is shown on the frame and a green line appears on the media bar.

3.   Determine the OUT point for the clip in one of the following ways:

   • Use the transport functions, or

   • Drag the nowline to the selected position, or

   • Enter a value in the OUT field.

4.   Click the [ ] button to mark the IN point.

On the video display a '] ' is shown on the frame and a red line appears on the media bar.

5.   If needed, select the audio for the clip.

6.   Enter a name for the clip in the **Clip Name** field.

You can then use the clip in the Storyboard.
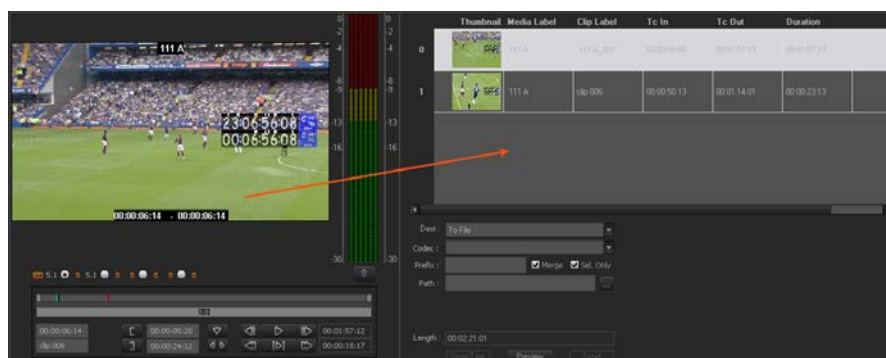
4. Storyboard

4.1 PURPOSE

When clips have been marked in the Player pane and are ready to export, they can be dropped into the Storyboard area.
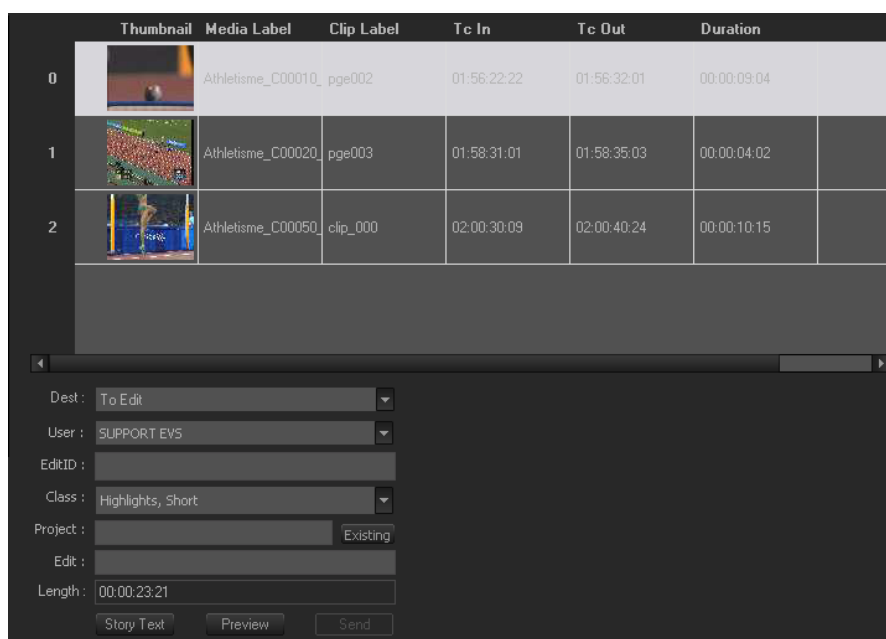
## 4.2 CREATING AND MANAGING THE STORYBOARD LIST

4.2.1 ADDING A CLIP TO THE STORYBOARD

To add a clip or media to the list, drag it from the Player window onto the Storyboard area. It will always be added at the end of the list.

4.2.2   REMOVING A CLIP FROM THE STORYBOARD

To delete a clip that has been placed in the list, right-click on its item and select **Delete** from the contextual menu.
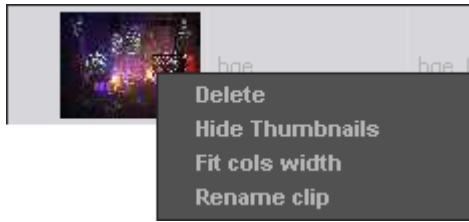
4.2.3   RENAMING A CLIP IN THE STORYBOARD

To rename a clip that has been placed in the list, right-click on its item and select **Rename Clip** from the contextual menu.

4.2.4   STORYBOARD DISPLAY

SHOWING THUMBNAILS

To show or hide the thumbnails, right-click on the Storyboard window and select **Show thumbnails** or **Hide thumbnails** from the contextual menu.

ADJUSTING THE COLUMNS WIDTH

To change the width of the different columns displayed for the list, do one of the following:

- click on the column separator in the title line and drag it to the desired position

or

- right-click on the Storyboard window and select "**Fit cols width**" from the contextual menu to automatically adjust the width of all the columns to their content size.

4.3 PREVIEWING THE LIST

To preview a Storyboard, click the **Preview** button at the bottom of the Storyboard area. This will load the Storyboard Preview window on the Player window.
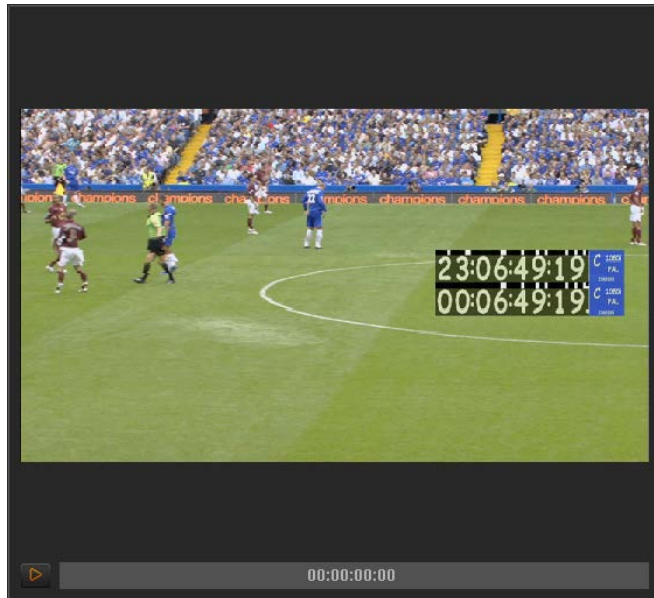
The **Play** button allows the playout to start while a progress bar shows how far the list has played.
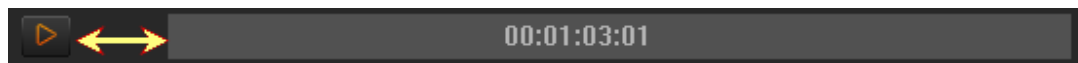
The clips will be played in the same order as they appear in the list.

4.4 EXPORTING THE LIST

4.4.1 How to Export the List to CleanEdit

To export the storyboard to CleanEdit for use on the timeline, proceed as follows:

1. Select **To Edit** from the **Dest** field on the Export area.

2. Select a user in the **User** field.

3. If desired, select a class from the **Class** field.

4. Enter a project name in the **Project** field. This could be an existing known project from the selected user or a new project name.

5. Enter a new edit name in the **Edit** field to place the clips in the timeline in the same order as they appear in the storyboard.

6. A text note can be added and linked to the edit. Click the **Story Text** button on the panel and enter the desired text.

7. Click the **Send** button.

A confirmation message will be displayed to show a successful edit creation in the database. Click **OK**.

4.4.2 Audio Management For the Exported Edit

Clips copied to the storyboard do not have necessarily the same audio tracks. The number of audio channels in the exported edit cannot exceed 16. So, in certain circumstances, some audio channels can be discarded.

The rule applied for the selection of audio channels is the following: audio channels are taken in the order clips are listed in the storyboard.

Example:
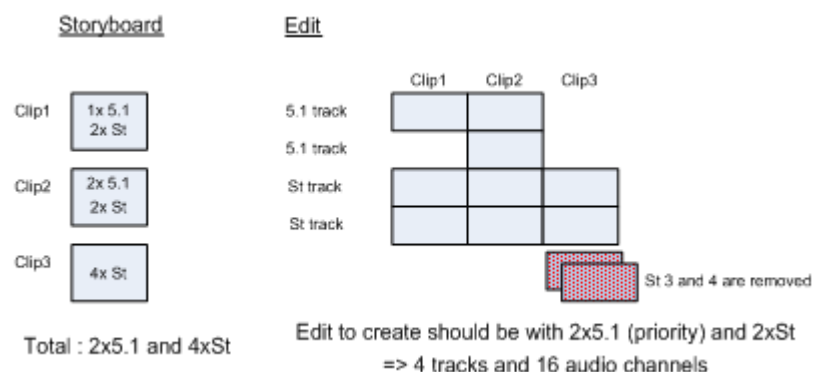
In the example:

- Clip 1 contains one 5.1 track and two stereo tracks, which corresponds to 10 audio channels. All these tracks can be used in the edit.

- Clip 2 contains two 5.1 tracks and two stereo tracks. The first 5.1 track and the two stereo tracks are automatically taken into account as they are already used for Clip 1. As 6 audio channels are still available, the second 5.1 track can be taken into account as well.

- Clip 3 contains four stereo tracks. The two first stereo tracks can be used as they are already taken into account for the previous clips. As the 16 available audio channels are already used, the two other stereo tracks cannot be used and are dropped from the exported edit.

4.4.3 HOW TO EXPORT THE LIST TO A PLAYLIST

To export the storyboard to a playlist for use in Playout Organizer, proceed as follows:

1. Select **To Playlist** from the **Dest** field.

2. Select a user in the **User** field.

3. Enter a playlist name in the **Playlist** field.

4. Click the **Send** button on the panel.

A confirmation message will be displayed to show a successful playlist creation in the database. Click **OK**.
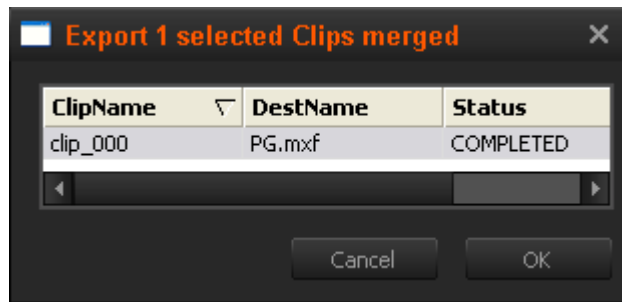
4.4.4 HOW TO EXPORT THE LIST AS A FILE

To export the storyboard as a file for transfer and use with external programs, proceed as follows:

1. Select **To File** from the **Dest** field.

2. Select a codec from the **Codec** field to encode the clips.

3. Enter a file name prefix in the **Prefix** field.

4. Select the **Merge** option to merge the storyboard clips in one single output file otherwise all clips will be saved each as a separate file.

5. Select the **Sel. Only** option to output only the selected clips in the list otherwise all clips will be used to generate the output.

6. In the **Path** field, enter or select the directory and its path where to save the output files.

7. Click the **Send** button.

A progress bar will be displayed to show the encoding progress and the estimated remaining time.

After the encoding is completed, a list of generated files will be displayed.

Click **OK**.

4.4.5 HOW TO EXPORT THE LIST TO AVID

To export the storyboard to Avid, proceed as follows:

1. Select **To Avid** from the **Dest** field on the Export area.

2. Enter a name for the storyboard.

3. Select the **Sel.** option to output only the selected clips in the list otherwise all clips will be used to generate the output.

4. Click the **Send** button.

To learn more about EVS go to **www.evs.com**